



# **JOB OPPORTUNITY**

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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## **BUSINESS SERVICE ASSISTANT (SPECIALIST)**

**\$2,609 - \$3,992**

**BUSINESS MANAGEMENT BUREAU  
SAN FRANCISCO**

***This recruitment may be used to fill multiple vacancies occurring in this location for this classification within the next 60 days.***

### **RESPONSIBILITIES:**

Under the direct supervision of the Business Service Office I (BSO I) Supervisor, this position performs a variety of business services work in Business Management Bureau (BMB) in San Francisco and may assist in the performance for more difficult and complex assignments for the California Department of Insurance (CDI). Specific duties include:

- Equipment and surplus property management
- Supply and warehouse management
- Facilities management
- Records management

### **DESIRABLE QUALIFICATIONS:**

- Provide excellent service to internal and external clients.
- Identify and respond to current and future client needs.
- Establish good working relationships and interact cooperatively and positively with co-workers.
- Demonstrated degree and style of understanding and relating to others.

### **DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of the State's procurement and record keeping practices.
- Ability to analyze data and/or situations accurately to develop and adopt an effective course of action.
- Ability to establish and maintain cooperative working relationships with diverse individuals to achieve common goals without arousing antagonism.
- Knowledge of office equipment, their uses and functions.
- Ability to research and identify information, materials and resources needed to complete projects and assignments.
- Ability to be flexible in adapting to changes in priorities and assignments which may impact

08/19/15 MR

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### **DO NOT SUBMIT APPLICATIONS TO CalHR**

*"The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation."*

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timelines for completing assignments.

- Ability to organize systems, processes, materials and equipment in a systematic and methodical fashion.
- Ability to listen and communicate effectively in order to exchange information on a variety of matters.

### WHO MAY APPLY:

Applications will be accepted from current State employees at the Business Service Assistant (Specialist) level, those with transfer eligibility, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or certification list eligibility) on the state application.***

**All applicants**, regardless of the type of eligibility, must provide proof of meeting the minimum qualifications of the classification. To view the minimum qualifications, please visit [CalHR Job Descriptions](#) and type in either the class code or title of the classification for which you are applying.

Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.

### APPLICATION PROCEDURE:

Please mail a completed standard [State Application STD 678](#), and proof of meeting the minimum qualifications of the classification to Malinda Randolph, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, 13<sup>th</sup> Floor, Sacramento, CA 95814. **Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.**

DO NOT EMAIL APPLICATION. Emailed applications will not be accepted. **PLEASE INDICATE "Business Service Assistant (Specialist), PSN # 413-293-4707-001" ON THE STATE APPLICATION.** Applications must be postmarked by the final filing date to be considered. For additional information, please call Malinda Randolph at (916) 492-3308.

**FINAL FILING DATE:**      Until Filled

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**NOTE:**

Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list.

If you are applying for more than one recruitment, a separate State Application (STD. 678) is required for each recruitment for which you would like to be considered.

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